

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NCTSFE-006-03
		募集締切日： Closing Date	7 May 03
		発行日： Date of Issue	24 Apr 03
1.職種名 Job title (等級 Grade <u>2-9</u> / 語学等級 LAD <u>2</u>) Wire Communications Central Office Maintenanceman Foreman A #2306		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical			
2.部隊 Activity NAVCOMTELSTA Far East Base Level Communications Department Base Communications Office Yokosuka (Code N24) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>44</u> 時間制 hrww) <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular 勤務日 Work Days: Mon – Fri or Mon – Sat /per week 勤務時間・休憩 Work Hours/Recess Period: 0800-1645 (1200-1245) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached task list.			
7.資格要件／身体条件 Qualification/Physical Requirements <ol style="list-style-type: none"> 6 years of specialized experience in the same line of work. Knowledge of telephone switch, installation of telecommunications cables, telephone instruments (Digital/Analog) and fiber optic cable. Skill in operating computer keyboard and inputting data. Skill in operating an ordinary vehicle. Ability to lead subordinates as a working leader. Ability to speak, read and write English at average proficiency level (LAD-2). Ability to speak, read and write Japanese at native language level. An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level. A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License (普通自動車運転免許) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Able to work for weekend, holiday and after working hours.
問い合わせ先 for Job Inquiries ・ 担当部署／担当者名 Office Ms. Yamamoto/Mr. Nakamura ☎046-821-1911 (Extension/内線) 243-5808/243-9348	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町1番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No. :NCTSFE-N24-013 PD is accurate and current. Certified by Activity: my HRO at 4/24 so4/24 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.

Wire Communications Central Office Maintenanceman Foreman A #2306

1. Functions as a working leader in one field of work. Performs the full range of work in the trade or occupation involved and as pacesetter of the group performs the more difficult tasks as require. May assign work tasks as necessitated by work programs. Responsible for overall use and care of tools, equipment and supplies. Maintains group discipline and enforces safety regulations.
2. Schedules and approves leaves of branch personnel, recommends personnel actions, counsels employees, adjusts informal complaints and initiates disciplinary or commendation actions.
3. Performs full range of non-supervisory duties described in PD No. NCTSFE-N24-014 for Wire Communications Central Office Maintenanceman.
4. Performs other related or incidental duties as assigned.